

NOVEMBER 13-18

KAY BAILEY HUTCHISON CONVENTION CENTER
DALLAS, TEXAS

COVER LETTER TO SUPERVISOR

To: _____

Date: _____

Subject: [PSP/Deck Expo 2021](#)

I'd like to get your approval to attend **PSP/Deck Expo 2021**, happening November 13-18, in Dallas, Texas. The education is from November 13-18, and the expo hall is open November 16-18. It's the industry's reunion, and there's no other event where I'll have access to the latest education, newest products, and see everyone live and in-person.

Here's a few quick event highlights:

- **More than 100 educational opportunities** — so I can tailor my schedule to what's applicable to me.
- **Networking** — pool, spa, patio, decking, and outdoor living pros who have faced similar challenges these past few months will be at the event too.
- **Vendors** — [There are indoor and outdoor exhibits this year](#). We do business with so many of these vendors, it would be great to get some face time.

I plan to achieve the following objectives:

Objective 1:	
Objective 2:	
Objective 3:	

Therefore, I am seeking approval for registration fees and travel-related expenses. My registration fee is \$ _____ and travel-related expenses will be approximately \$ _____ .

After returning home, I'll have new leads, will have seen the newest technology, and have the latest education and can immediately put everything into practice. Please let me know if you have any questions, and thanks in advance for your support.

Sincerely,